

Chief Electrical Reviewer



Job Code: 2192
Grade: 131
Reports to: Permit Coordinator
Salary Range: \$56,645 - \$88,130
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult technical work in the inspection of residential, commercial, and industrial building plans and construction for compliance with electrical codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work in conformity with established policies and in compliance with the State Building Code and other pertinent regulations, with latitude for independent judgment and decisions as to details and execution. The work in this classification requires an advanced knowledge of electrical construction code as applied to construction standards for varied and complex projects. Work is performed under the regular supervision of the Permits and Inspections Director. Supervision is exercised over other code inspection personnel.

ESSENTIAL FUNCTIONS

Performing residential, commercial, and industrial electrical inspections; reviewing plans; maintaining appropriate records and files; preparing reports.

EXAMPLES OF WORK

- Performs field inspections and re-inspections of residential, commercial, industrial, and public facilities for compliance with electrical codes.
- Receives complaints in regard to defective construction and handles enforcement problems.
- Inspects existing buildings for hazardous conditions, structural failures, or improper uses.
- Where construction is not being made in compliance with regulations as to methods and/or materials, issues warnings and stop-work order if necessary.
- Answers questions from private citizens, contractors, and builders, does basic plan checking to determine compliance with codes.
- Trains and oversees the work of other code inspectors relating to electrical inspections.
- Confers with contractors and owners on code compliance matters.
- Reviews building plans and specifications for compliance with codes.
- Testifies in court on code violation cases.
- Makes reports and keeps records regarding inspections.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of all types of electrical installation, materials, and methods, of and stages of construction when possible violations and defects may be most easily observed and corrected; thorough knowledge of the national electrical code, laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications, and blueprints accurately and to compare them with construction in process; ability to contact building owners, contractors, and the public and effect satisfactory working relationships; firmness and tact in enforcing codes.

MINIMUM EDUCATION AND EXPERIENCE

Vocational/technical training resulting in designation as Electrician qualified in the State of Maryland. Five (5) years of experience as a journey electrician, with experience in the plans review aspects of the work; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, fingering, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Possession of or eligibility to acquire a State of Maryland Master Electrician designation.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.